

Scope of Work
SOLICITATION NO. IFB 2200 DCM1036
1" River Rock

1.0 Purpose

The City of Austin (City) seeks to establish a contract with a qualified Contractor to provide 1" River Rock to use as bedding material for pipe installation to prevent sagging and movement during pipe repairs. Offerors are required to meet all specifications listed herein as minimum requirements and are required to submit firm fixed cost for all products under the terms of this solicitation.

The contract shall be used by the Austin Water (AW) Service Centers and the Austin Fire Department. The City reserves the right to add or remove locations, other City Departments, services, and/or adjust frequency as deemed necessary throughout the contract term.

It is the City's preference to award a single contract for these services however, the City reserves the right to reject all bids entirely or make multiple contract awards between the lowest and/or, most responsive bidders. This IFB will be awarded to the Contractor that submits the lowest responsive bid. Award shall be based on individual or groups of specific line items, cost, or any criteria deemed by the City to be most advantageous.

Any items or services that have been omitted from this scope of work that are clearly necessary or in conformance of river rock shall be considered a requirement although not directly specified or called for in the scope of work.

2.0 Term of Contract

This Contract shall remain in effect for an initial term of 36-Months or the City terminates the Contract. This Contract may be extended beyond the initial term for up to two (2) additional 12-Month periods at the City's sole option.

3.0 Applicable Specifications

- 3.1 River rock shall consist of 1" river rock conforming to American Society for Testing and Materials (ASTM) C-33, grade 56 specification requirements.
- 3.2 The Contractor shall ensure the goods and/or services complies with Federal, State and Local Laws, regulations, policies, ordinances, and AW guidelines.
- 3.3 The Contractor work and clean-up shall comply with all applicable regulations and laws concerning the delivery of river rock, if applicable.
- 3.4 The Contractor shall comply with:
 - 3.4.1 Environmental Protection Agency (EPA). <https://www.epa.gov/>
 - 3.4.2 Texas Commission on Environmental Quality (TCEQ): <https://www.tceq.texas.gov/>
 - 3.4.3 Occupational Safety and Health Administration (OSHA) safety requirements: <https://www.osha.gov/>
 - 3.4.4 Federal Motor Carrier Safety Regulations, specifically 49CFR part 383 <https://www.fmcsa.dot.gov>
 - 3.4.5 City of Austin Ordinances and regulations: https://library.municode.com/tx/austin/codes/code_of_ordinances

4.0 **Contractor Scope of Work**

4.1 **Contractor Requirements:**

- 4.1.1 The Contractor's facility shall be located within a 20-Mile radius of the Austin City Limits.
- 4.1.2 The Contractor shall employ qualified personnel skilled in the performance of distribution of River Rock.
- 4.1.3 The Contractor shall ensure all personnel assigned to this contract shall have experience working in the industry required for this commodity\service.
- 4.1.4 The Contractor's work and clean-up shall comply with all applicable regulations and laws concerning the delivery of river rock.
- 4.1.5 The Contractor shall meet the requirements specified in Section 3.0 Applicable Specifications.
- 4.1.6 The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least three (3) complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last five (5) years. References shall indicate a record of positive past performance.

4.2 **Material Requirements:**

- 4.2.1 The Contractor shall supply, deliver and off load river rock. Locations are determined at the sole discretion of the City and subject to change. The Contract Manager or Department Designee will notify the Contractor when there is a change or addition to a location
- 4.2.2 The rock shall meet the following sieve requirements:

Sieve Size	Percent Passing	Specification
1 1/2"	100.00	100
1"	90.0	90-100
3/4"	50.2	40-85
1/2"	14.9	10-40
3/8"	2.0	0-15
#4	0.2	0-5

- 4.2.3 The Contractor shall maintain stock of specified rock, for City pick-up purposes.

4.3 **Safety Requirements:**

The Contractor shall:

- 4.3.1 Comply with all Federal and State of Texas standards, regulations, and laws concerning this type of service, including but not limited to:
 - 4.3.1.1 Texas Department of Transportation and Texas Commission on Environmental Quality regulations.
 - 4.3.1.2 Occupational Safety and Health Administration (OSHA) safety guidelines; and City of Austin ordinances and regulations.
- 4.3.2 Retain sole responsibility for the safety of all personnel.

4.4 **Single Point of Contact**

The Contractor shall:

- 4.4.1 Provide a Single Point of Contact (SPOC) who is skilled, knowledgeable, and experienced in providing the types of services listed in this Scope of Work and who shall be available for requests during business hours (8:00 a.m. thru 2:00 p.m. Monday through Friday) and afterhours (2:01 p.m. to 7:59 a.m.; and may include City observed holidays.
- 4.4.2 The SPOC shall not be removed from the project without prior written consent by the Contract Manager or Department Designee. During times the SPOC is unavailable (due to vacation, travel, etc., for example), the Contractor shall provide a designee for the SPOC. The designee shall meet the same requirements as specified for the SPOC within this Scope of Work and shall have the same authority as the SPOC.
- 4.4.3 Provide the following information on the Price Submission Sheet, Category 3, Single Point of Contact:
 - a) Name
 - b) E-mail address
 - c) Office Phone Number
 - d) Cell Phone Number

5.0 **Delivery Locations**

- 5.1 Delivery is to be made within eight (8) calendar days after the order is placed (either verbally or in writing). All orders shall be shipped complete unless arrangements for partial shipments are made in advance.
- 5.2 Delivery shall be made to the following location unless otherwise specified by the City in the order:

Location:	Days:
North Service Center	8:00 a.m. thru 2:00 p.m. Monday through Friday
901 W. Koenig Lane, Austin Tx 78756	
Austin, Texas 78758	

Location:	Days:
Glen Bell Service Center	8:00 a.m. thru 2:00 p.m. Monday through Friday
3907 South Industrial Dr.	
Austin, Texas 78744	

Location:	Days:
Motheral Yard	8:00 a.m. thru 2:00 p.m. Monday through Friday
11100 Motheral Dr.	
Austin, TX 78753	

- 5.3 The Contractor shall provide a Shipping or Delivery Ticket showing the description of each item, quantity, and unit price, with each delivery.
- 5.4 The Contractor shall confirm the quantity to be shipped on all orders within two (2) hours of notification from the Contract Manger or Department Designee in writing and/or in a method and manner as mutually agreed to by the Contractor and the Contract Manger or Department Designee.
- 5.5 Emergency Deliveries shall be made within 24-Hours after the order is placed or as mutually agreed between the Contract Manger or Department Designee and the Contractor. The City may require partial deliveries from a single truckload to be made at more than one location. The Contract Manger or Department Designee will pay the additional freight charge as indicated on the bid sheet; however, this freight charge will not be considered in the award evaluation.
- 5.6 The Contractor shall notify the Contract Manger or Department Designee and obtain written acceptance of the load prior to dumping the rock.
- 5.7 Austin Fire Department will provide the delivery locations at the time of the issuance of a Delivery Order.

6.0 **Specific Invoice Requirements**

The City's preference is to have invoices emailed/or mailed to the addresses below:

	City of Austin
Department:	Austin Water North Service Center
Attn:	Sandra Hicks
Address:	901 W. Koenig Lane
City, State Zip Code:	Austin, Texas 78756
Email:	AWNNorthAP@austintexas.gov

	City of Austin
Department:	Austin Water Glen Bell Service Center
Attn:	Audrey Rodriguez
Address:	3907 South Industrial Dr.
City, State Zip Code:	Austin, Texas 78744
Email:	AWGlenBellAP@austintexas.gov

	City of Austin
Department:	Austin Water Tim Louvier Service Center
Attn:	Arlene Lozano
Address:	6301 Harold Court
City, State Zip Code:	Austin, Texas 78721
Email:	AWTimLouviereAP@austintexas.gov

	City of Austin
Department:	Austin Water Motheral Yard
Attn:	Sandra Hicks
Address:	901 W. Koenig Lane
City, State Zip Code:	Austin, Texas 78756
Email:	AWNNorthAP@austintexas.gov

	City of Austin
Department:	Austin Fire Department
Attn:	Accounts Payable
Address:	4201 Ed Bluestein Blvd
City, State Zip Code:	Austin TX 78721
e-mail address:	FireAcctsPayable@austintexas.gov

For questions regarding your invoice/payment please contact the City Contract Manager.

7.0 **Designation of Key Personnel**

The City and the Contractor resolve to keep the same key personnel assigned to this engagement throughout its term. In the event that it becomes necessary for the Contractor to replace any key personnel, the replacement will be an individual(s) having equivalent experience and competence in executing projects such as the one described herein. Additionally, the Contractor shall promptly notify the City and obtain written approval for the replacement. Such approval shall not be unreasonably withheld. The Contractor's and City's key personnel are identified as follows:

	Name/ Title	Phone Number	Email Address
Contract Manager	Andres Ramirez	(512) 972-0310	Andres.Ramirez@austintexas.gov
Contractual Monitor	Kim Thoene	(512) 972-0360	Kim.Thoene@austintexas.gov
Operational Monitor	Scott Morrow	(512) 972-1208	Scott.Morrow@austintexas.gov
Procurement Specialist	Diana McIntosh	(512) 974-2034	Diana.McIntosh@austintexas.gov

8.0 **City Requirements**

- 8.1 Provide a Contract Manager or designee who will schedule the service.
- 8.2 Schedule a contract kick-off meeting within five (5) business days of contract award to discuss the project.